



June 10 & 11, 2017

## ARTS & CRAFTS SHOW RULES & REQUIREMENTS

Saturday from 10 am – 6 pm | Sunday from Noon – 6 pm  
Event held rain or shine

**Call for Applications!** Qualified artisans are invited to apply to the 31st annual Celebrate West Hartford Arts & Crafts Show held on the beautiful Town Hall Common in West Hartford, Connecticut. The Arts & Crafts Show is a main focus of Celebrate West Hartford, a two-day, town event featuring musical entertainment, amusements and a large food court. Nearly 40,000 people attend the event each year. The show features the original works of more than 170 master artists and crafters. Most exhibitors enjoy a high level of success, and return year after year, much to the delight of their devoted customers.

*Please read the show information below carefully and make special note of the jury dates.*

Thank you for your interest!

**Qualifications:** Works are accepted in all major arts & crafts categories. Exhibitors are accepted based on the originality and quality of their workmanship, the appropriateness of their products for this market, and on the availability of space within specific arts and crafts categories. Only the original work of the participating exhibitor may be sold. Health/beauty products may be accepted with restrictions\*. Imports, works made from kits of any kind, manufactured articles, wholesale goods, and gourmet foods are excluded. Sale or exhibit of items not listed on the application form will not be allowed. Booths will be monitored throughout the show.

**Jurying:** Juries are held **February 15** and **March 15**. Applicants will be notified of their acceptance, rejection or wait list status shortly thereafter. Those not accepted will receive their refunded space fees at that time. Once a category is full, applications will continue to be juried, and approved applications will be placed on a waiting list. Participation in a prior year's show does not guarantee acceptance for the current year's show.

**Requirements:** The jury requires one image of your complete display and three images representing the works to be sold at the show. These must accompany your application and be in one of the acceptable formats below:

- **Email** images in digital JPEG format with completed application (with credit card payment) to [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov). **The subject line should read: CWH Your Name (e.g., Subject: CWH John Smith).** Fillable application can be accessed at [www.celebratwesthartford.com](http://www.celebratwesthartford.com).
- **Mail** images as slides, photos or on a CD with completed application (with check or credit card payment) to Barbara Belmont, Celebrate West Hartford-Arts & Crafts, 50 South Main Street, West Hartford, CT 06107. Enclose a stamped, self-addressed envelope large enough for the return of your materials and/or your jury notification.

**Sales Tax:** Connecticut State tax laws require all exhibitors to have and display a valid Connecticut State tax number. To apply for a Connecticut State tax number, visit [www.celebratwesthartford.com](http://www.celebratwesthartford.com) (click on Arts & Crafts Show) and download form REG-1 and the application instructions. Or call the Connecticut Dept. of Revenue Services at (860) 297-4753, or write to the Dept. of Revenue Services, 25 Sigourney St., Hartford, CT 06106-5032 to request that REG-1 form be sent to you. Exhibitors are responsible for handling sales, providing change, collecting payments, and reporting sales tax. The show may be monitored and exhibitors not in compliance will be asked to leave. No refunds will be granted. If your sales tax number is pending, please notify Barbara Belmont ([BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov)) when you receive your tax number.

**Spaces:** Spaces are on grass and are adjacent with no walkways in between. All displays must be enclosed in white tents with side panels so they can be secured at night. Tents and display units must fit within the space perimeters. **Overhangs may extend into the aisles but must have at least a 6.5' clearance.** While every effort will be made to accommodate special requests, final space assignments will be made at the discretion of the committee. It is the responsibility of exhibitors to provide their own display equipment (tents, tables, chairs, counters, etc.). Electricity is not available. Spaces cannot be shared.

**Smoking is not allowed** on the show grounds.

**Space Fees:** Space fees are non-refundable, unless the jury denies participation. Full payment of space fee must accompany the application form. Checks may not be postdated. We accept payment by Visa or MasterCard.

**Security:** Exhibitors may leave their tents and displays up overnight. Although general security will be provided on site from 6 pm Saturday to 6 am Sunday, it is recommended that all merchandise be removed from the displays overnight.

\***QUESTIONS?** Contact Barbara Belmont: [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov) or 860-561-7515